



# Department of ADMINISTRATIVE SERVICES Job Postings



## DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY

Associate Fiscal Administrative Officer  
Bureau of Finance & Administration

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

Open To: Candidates on examination list  
Location: Newington, CT  
Job Posting No.: 29717  
Hours: 8:00 am to 4:30 pm  
Salary: AR26: \$76,373.00 to \$98,224.00 annual  
Closing Date: **March 11, 2016**

The Department of Transportation has an Associate Fiscal Administrative Officer position available in the Newington headquarters. This position is opened to candidates on the examination list. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**PREFERRED EXPERIENCE:** Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

### **KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

**General Experience:** Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:** One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

**Note:** Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is the professional training level and below the professional working level.

### **Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 or 2 substitutes for the General and Special Experience on a year for year basis.

**Note:** Interviews may be limited to candidates whose experience and training most closely meet the requirements of the position. Only those submittals that include all requested documents will be considered. Due to projected large volume of applicants, we will not be able to verify the receipt of documents. The results of these interviews may be used to fill future Associate Fiscal Administrative Officer vacancies that occur in the Bureau of Finance & Administration in the next twelve (12) months.

**Application Instructions:** Submit a cover letter, resume, and [application \(State of Connecticut Application for Examination or Employment Form CT-HR-12\)](#). **Current State of Connecticut employees must also include copies of their last two performance appraisals received.** Send to:

Gary W. Belina  
DEPARTMENT OF TRANSPORTATION  
Connecticut Department of Transportation, Bureau of Finance & Administration  
P.O. Box 317546  
Newington, CT 06131-7546  
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### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities